



**Remit Completed Application To:  
 City of Orange City, Development Services Department  
 205 E. Graves Ave., Orange City, FL 32763**

**Application Processing:** (386) 775-5415

**Inspections:** (386) 775-5450

**Fax:** (386) 775-5420

**STAFF USE ONLY**

DATE RECEIVED:

PERMIT NUMBER:

FEE:

**PROJECT LOCATION INFORMATION**

**TYPE OF USE**

**RESIDENTIAL**

**COMMERCIAL**

**UTILITY**

ASSOCIATED BUILDING PERMIT OR PROJECT NUMBER (IF APPLICABLE):

811 UTILITY LOCATE TICKET # (REQUIRED PRIOR TO PERMIT APPROVAL):

PROPERTY ADDRESS:

TAX PARCEL ID (SHORT PARCEL # OR ALTKEY):

PROPERTY OWNER NAME (IF DIFFERENT FROM APPLICANT):

**APPLICANT / CONTRACTOR INFORMATION**

APPLICANT NAME:

COMPANY:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE:

EXT:

EMAIL:

CONTRACTOR NAME (IF OTHER THAN APPLICANT):

COMPANY:

LICENSE #:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE:

EXT:

EMAIL:

***PURSUANT TO CHAPTER 556.105, FLORIDA STATUTES, AS AMENDED, AN EXCAVATOR OF THE WORK PERFORMED UNDER THE SCOPE OF THIS APPLICATION SHALL SUBMIT A UTILITY LOCATE REQUEST BY CALLING THE "SUNSHINE STATE ONE-CALL OF FLORIDA, INC." HOTLINE AT 1-800-432-4770, OR BY GOING TO WWW.SUNSHINE811.COM, NO LESS THAN TWO BUSINESS DAYS PRIOR TO BEGINNING EXCAVATION.***





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**SCOPE OF WORK**

MAILBOX LOCATED WITHIN PUBLIC RIGHT-OF-WAY

TEMPORARY USE

DEMOLITION

ON-STREET PARKING

ASPHALT/CONCRETE DRIVEWAY APPROACH

TO PAVED ROAD

TO PAVED ROAD WITH CULVERT PIPE

UNPAVED DRIVEWAY APPROACH

TO UNPAVED ROAD

TO UNPAVED ROAD WITH CULVERT PIPE

OPEN STREET CUT ON A PAVED STREET

Number of Cuts

OPEN STREET CUT ON AN UNPAVED STREET

Number of Cuts

BORE AND JACK

Number of Jacks

DIRECTIONAL BORE

Number of Borings

ROADWAY CONSTRUCTION (OTHER THAN BY A SPECIAL ASSESSMENT DISTRICT OR IN CONJUNCTION WITH THE DEVELOPMENT OF A SUBDIVISION)

COST OF ROADWAY CONSTRUCTION:

OTHER

DETAILED PROJECT DESCRIPTION:

**The following documents are required for each application**

Completed, signed application

Maintenance of Traffic Detail (if applicable)

A signed, sealed survey or site plan to scale

Certificate of Insurance for any above-ground or underground utility and/or commercial applicants.

Hold Harmless Agreement for paver driveways (if applicable)

**BY SIGNING, YOU ACKNOWLEDGE THAT THIS APPLICATION IS COMPLETE. ADDITIONAL FEES MAY BE ASSESSED DURING THE APPLICATION REVIEW PROCESS AND SHALL BE PAID PRIOR TO ISSUANCE OF THE USE PERMIT. FURTHERMORE, YOU ACKNOWLEDGE THAT APPROVAL OF THIS APPLICATION IS CONTINGENT UPON ACCEPTANCE OF ANY SUPPLEMENTAL CONDITIONS, AS WELL AS ADHERANCE TO THE PROVISIONS OF ACCEPTABLE BUILDING STANDARDS AS OUTLINED IN THE CITY'S DESIGN STANDARDS MANUAL.**

**APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

Approval Stamp/Signature

PERMIT NUMBER \_\_\_\_\_



Supplemental Conditions to the City Right-of-Way Use Permits:

**Building**  
386-775-5423

**City Clerk**  
386-775-5403

**City Manager**  
386-775-5408

**Community Info.**  
386-775-5410

**Finance**  
386-775-5430

**Fire**  
386-775-5460

**Human Resources**  
386-775-5457

**Parks & Rec.**  
386-775-5454

**Planning**  
386-775-5415

**Police**  
386-775-9999

**Public Works**  
386-775-5471

**Utilities Billing**  
386-775-5444

1. The applicant is advised that there are City utilities in the work area and that any utility location markings are only approximate. The proposed use shall not interfere with the property and rights of a prior permittee.
2. The applicant shall supply a signed, sealed survey or site plan to scale identifying the work to be performed.
3. The City shall be notified at [PWinspections@orangecityfl.gov](mailto:PWinspections@orangecityfl.gov) or (386) 775-5450 a minimum of 24 hours prior to commencing the permitted work. Failure of the permittee to obtain the appropriate inspections prior to proceeding with work shall not relieve the permittee from re-excavation or other measures necessary for the inspection of work.
4. When requesting locates, please provide a minimum advanced notification of two business days prior to performing the proposed work.
5. Complete restoration of the City right-of-way or property is required, including sod replacement where sod existed, and in areas where only natural or seeded grass exists, seed and mulch. All right-of-way shall be left in equal or better condition.
6. Any and all costs to respond to, repair, and restore damage to City utilities and roadways resulting from the activities permitted herein, including labor will be the responsibility of the applicant. By accepting this permit, the applicant assumes all liability to the City to pay for fully repairing and restoring all damage to any utility or roadway as a result of engaging in the permitted activity.
7. The applicant shall commence actual construction in good faith within ninety (90) days from the date of permit approval and complete construction within sixty (60) days.
8. Specific conditions applicable to driveway requests.
  - a. Concrete work requires both a prepour inspection and a final engineering inspection. A notice shall be provided one day in advance to [PWinspections@orangecityfl.gov](mailto:PWinspections@orangecityfl.gov) or (386) 775-5450.
  - b. Except in the R-1, R-2, and OT zoning districts, a driveway or other private opening for vehicles onto a city-maintained street shall have a minimum width of not less than 20 or more than 30 feet at the right-of-way line. Where a point of access is



divided by a median to separate vehicular traffic, the access width may be increased by the width of the median up to 34 feet.

- c. In the R-1, R-2, and OT zoning districts (Residential), the minimum width shall be not less than 12 feet or more than 20 feet.
  - d. Driveways shall be a minimum thickness of 6 inches without reinforcement steel or 4 inches with reinforcement steel, wire, or fiber mesh.
  - e. In all zoning districts, driveways shall be no closer to the side property line than five feet, and no less than five feet from objects such as utility poles, fire hydrants, streetlights, etc.
  - f. The driveway shall be constructed in such a way so as to not block the drainage of water in the right-of-way. For typical roadside swales, the driveway must conform to the swale shape and/or provide for continued positive drainage.
  - g. The driveway width shall flare a minimum total of five feet starting at a point a minimum of eight feet from the road edge.
  - h. If the applicant is requesting a paver driveway apron and stamped concrete apron, a hold harmless agreement is required. The property owner is required to sign the release form, have it notarized and recorded, and provide this office with a recorded copy prior to issuance of the permit. It is important to note that although an authorized agent may apply for the permit, that agent cannot sign the hold harmless/release agreement, as it is legally binding on the property owner.
  - i. Expansion joints shall be provided between old and new concrete as well as driveways and concrete curb.
  - j. New driveways may require upgrades to existing sidewalk and curbing.
  - k. The applicant may be required to install a temporary gravel driveway in order to prevent stormwater pollution and construction waste from entering into the public right-of-way. This temporary driveway shall be 4-6" deep and composed of two-inch diameter stone.
9. Specific conditions applicable to sidewalk work.
- a. Unless noted otherwise, sidewalk shall have a minimum width of five feet.



- b. Sidewalk behind driveways and subject to vehicular loading shall be 6" in depth. All other sidewalk shall be 4" in depth. Sidewalk shall not have reinforcement steel.
- c. Sidewalks shall slope towards the edge of pavement to ensure proper drainage with a maximum slope of 2% (.02).
- d. Expansion joints shall be provided between sidewalk and driveways, sidewalk intersections, and when a run of sidewalk exceeds 120 feet.
- e. Sidewalk that is not behind driveways require saw cut joints a maximum of five feet apart.

10. Specific conditions applicable to commercial and utility work.

- a. The applicant will provide the City with an insurance certificate with the permit application listed with the City of Orange City as additional insured for a period of the application through 90 days following the completion of all work with their application.
- b. The applicant will provide a Maintenance of Traffic (MOT) plan that aligns with FDOT Design Standards 600 Index Section.

11. Specific conditions applicable to utility work.

- a. All installations shall conform to the edition of the Florida Department of Transportation's "Utility Accommodations Manual" which is in effect on the date the permit is approved.
- b. The contractor shall be required to rent a temporary construction meter for directional drilling. To request a temporary construction meter, please contact Utilities Customer Service at [OCU-Inquiries@orangecityfl.gov](mailto:OCU-Inquiries@orangecityfl.gov) or 386-775-5444.
- c. The applicant declares that prior to filing this application, they have ascertained the location of all existing utilities, both aerial as well as underground by employing the utility locating service, 811, and has attached a copy of the utility report.

12. Approval of this application does not waive any other applicable provisions of the City of Orange City Land Development Code which are not part of the request for this application. Nor does approval waive any applicable Florida Statutes, Florida Building Code, Florida Fire Prevention Code, or any other applicable laws, rules, or ordinances, whether federal, state,



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or local. The applicant has the obligation and responsibility to be informed of and be in compliance with all applicable laws, rules, codes, and ordinances.

13. By their signature on the application, the owner of the facilities installed agree to move their facilities out of the way of any and all City infrastructure now and in the future at their own expense.
  
14. In the case of noncompliance with any of the conditions of this document, this permit is void and the proposed use will have to be brought into compliance or removed from the right-of-way at no cost to the City.